

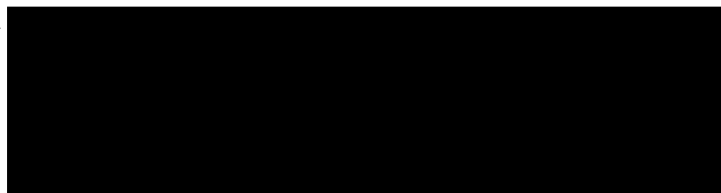
7 February 1964

NOTICE  
No. 2-64

SUBJECT: 1000 North Glebe Road Emergency Officers and Duties

1. The following is a list of Emergency Officers and duties covering the Agency area of 1000 North Glebe Road, Arlington, Virginia.

a.



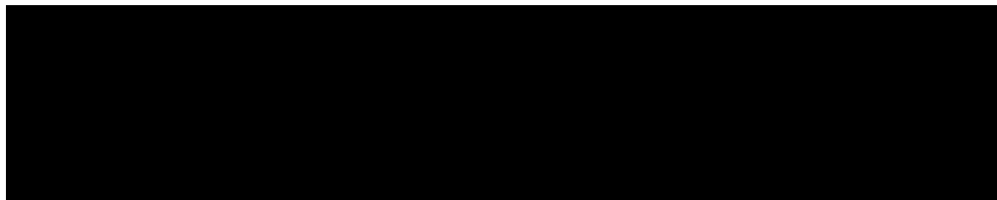
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(1) Duties: Selection, briefing and supervision of personnel who will perform emergency evacuation duties. Maintain current register of Evacuation Officers.

(2) Emergency Action:

- (a) Proceed at once to the First Floor and direct the evacuation. Notify telephone operator, BPR Telephone Operator's Room, Phone Code 1252.
- (b) Identify the incident, alert all personnel affected and all services required.
- (c) Advise Director of Security, Ext. 7852, of the emergency.
- (d) Restore normal order upon termination of the emergency.
- (e) Use check sheet for checking off floors when evacuated.

b.



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GROUP I  
Excluded from automatic  
downgrading and  
declassification

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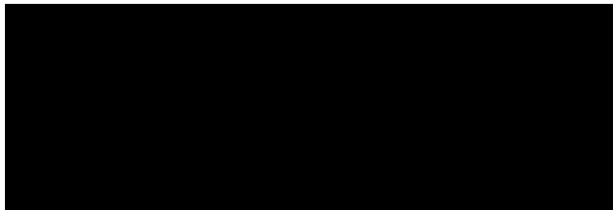
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- 4 -

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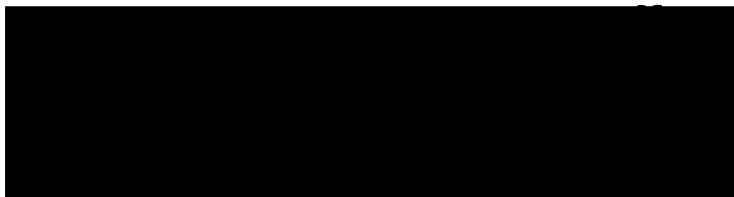
(1) Duties of Floor Wardens:

- (a) Appoint and instruct Room Wardens in his area on proper procedures for evacuation of occupants and securing classified material.
- (b) Keep all corridors, subcorridors, and stairways within his area free and clear of all obstructions at all times.
- (c) Instruct and give guidance on fire evacuation procedures to personnel of his area.
- (d) During fire or other building evacuation emergencies, monitor corridors and subcorridors and direct personnel to the proper stairway exits.
- (e) Upon completion of the evacuation of his area, check all rooms and areas to make certain the evacuation of personnel is complete.
- (f) Exit building by designated exit and report to the Chief Emergency Officer in the First Floor Lobby as to whether his area is all clear or otherwise. This report should be made by floor and corridor designation.
- (g) Advise the Emergency Officer (Ext. 3107) of any changes in personnel of their evacuation staff.

- (2) Emergency Action: Floor Wardens will be stationed in the main corridor opposite the elevators where they will direct evacuees to the proper emergency exits or shelter areas.

e. Stairway Exit Wardens

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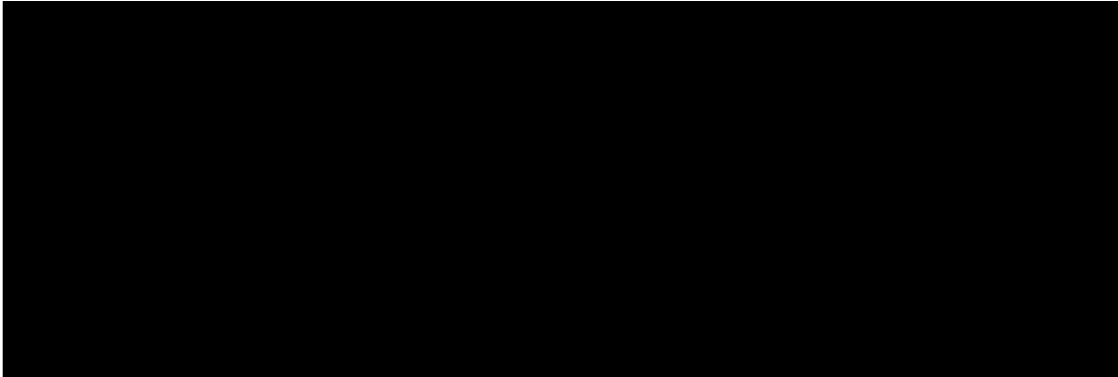
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- 6 -

1st Floor Stairway Exit Warden (near N. Fairfax Dr):

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- (1) Duties: Will be stationed at Stairway Exits leading to parking lot.
- (2) Emergency Action:
  - (a) Direct occupants to assemble and remain at the outer fringes of the building parking lot until further instructed.
  - (b) After the emergency is over, direct occupants and visitors to re-enter the building through the normal entrance and clear through the building guard on the 4th floor.

f. After Hours Emergency

Upon notification after hours the Chief Emergency Officer and his alternates will report to the building to take the necessary steps for securing the building and all classified material.



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MATTHEW BAIRD  
Director of Training

Revised: 7 October 1965